

DEPARTMENT OF THE ARMY  
UNITED STATES ARMY DENTAL ACTIVITY  
Fort Huachuca, Arizona 85613-7040

DENTAC Pamphlet  
No. 190-1

25 September 1998

Military Police  
KEY CONTROL AND ACCOUNTABILITY

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1. HISTORY. This is a revision of an existing publication.
2. PURPOSE. This pamphlet establishes policy and outlines responsibilities and procedures for this DENTAC's key control and accountability program.
3. SCOPE. This pamphlet establishes policies and procedures for providing key control and accountability guidance for all facilities within the DENTAC area of responsibility.
4. REFERENCES.
  - a. AR 190-13, The Army Physical Security Program.
  - b. HSC Regulation 190-1, U.S. Army Health Services Command Key and Lock Control and Physical Security Standards, 7 May 1992.
5. RESPONSIBILITIES.
  - a. The Commander, USADENTAC, is responsible for safeguarding the personnel and property of the command through a key control policy.
  - b. Unit Key Control Officer and Key Custodian. The USADENTAC Commander will appoint in writing the unit Key Control Officer and Key Custodian. The Key Control Officer will do the following:
    - (1) Issuance of lock and keys to key custodians.

- (2) Maintain storage of spare locks and keys.
- (3) Maintenance of key and lock records.
- (4) Supervision of inventories and inspections.
- (5) Procurement and receipt of keys and locks through supply channels.
- (6) Investigation of lost or stolen keys.
- (7) Coordinate semi-annual inventory by serial number of padlocks and their keys as required by AR 190-50, para 2-9e.

c. Key Custodians will do the following:

- (1) Maintain key inventory and accountability at the clinic level.
- (2) Maintain a key control register.
- (3) Conduct complete key control inventory semiannually.
- (4) Safeguard and secure all keys in the key control boxes.
- (5) Assure that departing individuals turn in keys.
- (6) Order all necessary duplicate keys and/or locks through the Key Control Officer (appendix A).

6. CONTROL MEASURES. Key Control Officer is responsible for key control as applicable to keys issued for retention or storage within their functional areas. Control measures include, but are not limited to, the following:

a. Personnel access criteria. Only assigned USADENTAC personnel and others as determined by the Commander, USADENTAC.

b. Visitors and/or inspection teams (with proper credentials) will be authorized access at the discretion of the Commander, USADENTAC.

c. Lock and key system:

(1) Only approved Government security locks will be used on doors and storage areas. The Key Control Officer will record the serial numbers of all locks and keys. The use of personal locks is unauthorized except on personal lockers.

(2) Duplication of keys is generally prohibited, but may be approved on an individual basis. Requests for duplicate keys will be made through the Key Control Officer and/or NCO.

(3) All unissued activity keys will be locked in designated key control boxes. Each clinic will be authorized to maintain clinic keys in key control boxes (access to key control boxes will be limited to the clinic chief and NCOIC, the Key Control Officer and NCO, and the command group) in the following locations:

(a) Runion Dental Clinic, room 7.

(b) Headquarters, room 1609.

(4) All keys issued for Fort Huachuca DENTAC facilities will be registered on DA Form 5513-R.

(5) Upon notification of a lost key to a high risk security area, the Key Control Officer and/or NCO will request a lock change through the respective logistics branch and conduct an investigation to determine if a statement of charges or further investigation should be initiated. If a lost key is not to an area described above, it will be handled as a routine request for duplication in accordance with paragraph 6. A record will be maintained of all keys duplicated.

6. SECURITY FORCES. In the event of an emergency, the Key Control Officer and/or NCO will contact the Provost Marshal's Office for assistance.

#### 7. INCIDENT REPORTING.

a. Any individual having knowledge of an incident or violation will take immediate action to notify the immediate supervisor, Key Control Officer, and/or NCO, clinic OIC, NCOIC, or the commander. Notification during non-duty time will be made to the DENTAC CQ who will then notify the above listed personnel and annotate this on the CQ duty log.

b. Reports will be delayed only to the extent required to notify police, fire, or other emergency agencies that can directly influence the action at the scene to minimize the effect of the incident.

The proponent agency of this publication is the Office of the Commander. Send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to Commander, U.S. Army Dental Activity, Fort Huachuca, AZ 85613-7040.

//Original Signed By//

HARLAND G. LEWIS, JR.  
Colonel, Dental Corps  
Commanding

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APPENDIX A

DSBJ-CDR (190)

MEMORANDUM FOR Commander, U.S. Army Medical Activity, ATTN:  
MCXJ-METS, Fort Huachuca, AZ 85613-7040

SUBJECT: Request for Duplication of Key

1. Request one copy of key, \_\_\_\_\_, be made for building \_\_\_\_\_.
2. POC is MSG Reddy Hand, 3-3144.

JEANNE DOE  
1LT, MS  
Executive Officer